

11 JAN 1977

Executive Registry

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MEMORANDUM FOR: Executive Advisory Group Members

SUBJECT : Minutes of the 6 January 1977 Executive Advisory Group Meeting

1. The Executive Advisory Group (EAG) met on 6 January 1977 to discuss four items on the subject of personnel management.
2. The first was the Agency's use of the Professional Aptitude Test Battery (PATB). This portion of the meeting was attended by the Director and several members of the Office of Medical Services (OMS), by the Director of Equal Employment Opportunity, and by the Chairman of the DCI EEO Advisory Panel. Discussion centered upon the EEO Advisory Panel's recommendations regarding PATB, which had been circulated to EAG members with commentary (EAG 12/f). Mr. Knoche asked OMS to design a program to implement the first of the recommendations, which seeks the development of guidelines at the component level for the use of the PATB so that managers will be able to use test results more advantageously. The EAG would reserve judgment on the other recommendations until this had been accomplished and OMS is able to evaluate documentation on instances of inappropriate use of PATB results which have been identified by the Panel. Mr. Blake said that 90 days would be sufficient to accomplish this task, at which time OMS would report back to the EAG.
3. The second item was promotion policy. A paper on this subject (EAG 12/c) proposing revision of the current regulation had been circulated to EAG members by the Director of Personnel. Mr. Janney and members of his Office explained that the purpose of the revision was to clarify promotion policy and make it uniform. A key change was language stating that eligibility for promotion should rest on assessment that an employee is qualified to undertake higher level responsibilities. The proposed regulations were approved, with minor modifications.
4. The third item was consistent separation policy, which also involved a proposed revision of current regulations by the Director of Personnel (EAG 12/e). Mr. Janney said that the revision was intended to clarify the differences between voluntary and involuntary separations.

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Discussion focused upon the proposed regulation's formalization of separation for low ranking in two consecutive years. Mr. Wells asked about the Agency's experience in separating employees strictly for low ranking. Mr. Janney said OP was prepared to help anyone who was determined to move in this direction. Mr. Knoche asked that OP re-work the paragraph on this form of separation and circulate the revision to EAG members for comment. He asked that OP investigate whether the trial period mentioned in the regulation can be changed from one to two years.

5. The last item was the identification of key operating positions for which the EAG would review nominations, in order to consider extra-directorate candidates as well as groomed successors. Papers from OP and the Comptroller's Office had been distributed on this subject (EAG 12/d), which contained general agreement on procedures but differed in respect to the number of positions to include. Mr. Knoche suggested that the EAG start with a larger list than that proposed by OP, which might be reduced upon the establishment of procedures and with the benefit of experience. Following suggested additions and subtractions of positions by EAG members, Mr. Knoche asked that the attached list be adopted. He asked OP to establish the necessary procedures and set them in motion, in collaboration with the Comptroller's Office.

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James H. Taylor  
Secretary  
Executive Advisory Group

Attachment as stated

cc: Mr. Janney

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